

**FIVE COUNTY ASSOCIATION OF GOVERNMENTS
COMMUNITY DEVELOPMENT BLOCK GRANT
GENERAL POLICIES**

1. Five County AOG staff will visit each applicant on site for an evaluation/review meeting.
2. All applications will be evaluated by the Five County Association of Governments Community and Economic Development staff using criteria approved by the Steering Committee.
3. Staff will present prioritization recommendation to the RRC (Steering Committee) for consideration and approval.
4. Maximum amount per year \$150,000.00.
5. Maximum years for multi-year is 2 years at \$150,000 per year.
6. All applications for multi-year funding must contain a complete budget and budget breakdown for each specific year of funding.
7. Applications on behalf of sub-recipients (i.e., special service districts, non-profit organizations, etc.) are encouraged. However, the applicant city or county must understand that even if they name the sub-recipient as project manager the city/county is still responsible for the project's viability and program compliance. The applying entity must be willing to maintain an active oversight of both the project and the sub-recipient's contract performance. An inter-local agreement between the applicant entity and the sub-recipient must accompany the pre-application. The inter-local agreement must detail who will be the project manager and how the sponsoring entity and sub-recipient will coordinate work on the project. A letter from the governing board of the sub-recipient requesting the sponsorship of the project must accompany the pre-application. This letter must be signed by the board chairperson.
8. Projects must be consistent with the District's Consolidated Plan. The project applied for must be included in the prioritized capital improvements list that the entity submitted for inclusion in the Consolidated Plan. Projects sponsored on behalf of an eligible sub-recipient may not necessarily be listed in the jurisdictions capital investment plan, but the sub-recipient's project must meet goals identified in the region's Consolidated Plan.
9. Previously allocated set-aside funding:
 >>> \$150,000 Five County AOG (Planning and Technical Assistance Grant)
10. Emergency projects may be considered by the Regional Review Committee (FCAOG Steering Committee) at any time. Projects applying for emergency funding must still meet a national objective and regional goals and policies.

Projects may be considered as an emergency application if:

- Funding through the normal application timeframe will create an unreasonable risk to health or property.
- An appropriate third party agency has documented a specific risk (or risks) that; in their opinion; needs immediate remediation.
- Cost overruns from a previously funded project may be funded only if the RCC (Steering Committee) deems it an appropriate emergency.

If an applicant wishes to consider applying for emergency funds, they should contact the Five County Association of Governments CDBG Program Specialist as soon as possible to discuss the state required application procedure as well as regional criteria. Emergency funds (distributed statewide) are limited on an annual basis to \$500,000. The amount of any emergency funds distributed during the year will be subtracted from the top of the appropriate regional allocation during the next funding cycle.

11. Public service providers, traditionally non-profit organizations, are encouraged to apply for CDBG funds for capital improvement and major equipment purchases. Examples are delivery trucks, furnishings, fixtures, computer equipment, construction, remodeling, and facility expansion. State policy prohibits use of CDBG funds for operating and maintenance expenses. This includes paying administrative costs, salaries, etc. No more than 15 percent of the state's yearly allocation of funds may be expended for public service activities.
12. State policy has established the minimum project size at \$30,000. Projects less than the minimum size will not be considered for rating and ranking.
13. In accordance with state policy, grantees with open grants from previous years who have yet to spend 50 percent of their previous grant are not eligible to be rated and ranked with the exception of housing rehabilitation projects.